



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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July 2015

To: School Food Authority (SFA) Administrators

From: Christine Emerson, Director
School Nutrition Programs

Re: Administrative Update 2015-16



Welcome back to school! Please use this packet of materials to successfully operate your school meals program in school year 2015-16. This memo and reference documents are posted on the OPI School Nutrition Programs website http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/index.html.

The first step to participating in OPI School Nutrition Programs is to renew your annual agreement. Login to CNP web <https://apps2.opi.mt.gov/cnp/Login.asp> beginning **July 15, 2015**. Your Sponsor and Site Information Sheets must be updated before **September 30, 2015**.

Here are some tips for navigating the CNP system:

Once you log in, select *Program Year 2016*. Within the *Sponsor Summary*, select the “*Applications*” tab and click “*Add*” next to the *Sponsor Info Sheet*. Much of the information is carried over from the previous school year.

Items to note on the Site Information Sheets:

- Skip Lines 45-50 that detail the preceding year’s *meals served*. This data is automatically filled.
- Skip Lines 51-53 as the free and reduced-price eligibility information will auto populate after the October reimbursement claim has been submitted.
- Skip Lines 54-61 detailing the *Community Eligibility Provision* (CEP) data. This information will be completed by OPI staff if applicable and approved to participate.
 - Approved CEP sites** - Within the meal *Participation* types of the *National School Lunch Program* (Line 62) and the *School Breakfast Program* (Line 68), select the “*Participate in Regular Program*” dropdown option. Upon approval, OPI will appropriate the correct CEP participation.
- Menu Planning - By submitting the online agreement, you are attesting that the school will continue to follow the current meal pattern requirements.

Pricing and Non-Pricing Programs

School Nutrition Programs offer pricing and non-pricing program options. Please identify which program option your district offers by using the sections below.

Pricing Programs collect free and reduced-price meal applications from households and charge/claim students according to eligibility status.

Non-Pricing Programs allow all students to receive meals at no cost. Non-pricing programs are either *Community Eligibility Provision* (CEP) or *Provision 2* and claim meals accordingly.

Pricing Programs – Meal Eligibility

The second step to participating in School Nutrition Programs is to improve student access to meals through direct certification and free and reduced-price meal applications.

The Direct Certification Application (DCA) system uses AIM data to match SNAP and TANF eligible children. Update student enrollment information into AIM, then use the Direct Certification Application (DCA) system <https://directcert.opi.mt.gov/> to identify directly certified students *before mailing applications* to households. This will ease administrative paperwork and prevent duplication. Private non-public/non-accredited schools can also use the DCA system to access SNAP/TANF eligible children. **The DCA system will be available on or after July 20, 2015.**

Materials for households applying for free or reduced-price meals are available on the School Nutrition Programs website under the *Administrative* section.

Required Free and Reduced-Price Application materials include:

- Free and Reduced-Price Application 2015-16
- Free and Reduced-Price Instructions for Applying
- Free and Reduced-Price QA Letter to Households
- Income Eligibility Guidelines 2015-16
- Public Release
- Notice to Households of Approval/Denial of Benefits

*Insert your district's specific information in the **[bold bracketed fields]** of the required forms.*

If you make additional changes, you must submit them to OPI School Nutrition Programs for approval.

Non-Pricing Programs

- District-Wide CEP
- Provision 2
- Residential Child Care Institutions (RCCIs)

Non-Pricing Programs *do not* collect free and reduced-price materials from households and *do not* send notices of direct certification eligibility to households. Non-Pricing Programs are required to notify the public of participation using a public release. Residential Child Care Institutions (RCCIs) must send a current license to OPI School Nutrition Programs by **August 10, 2015**. Please use the *2015-16 School Nutrition Programs Checklist* for a complete list of program requirements and disregard all *asterisked items.

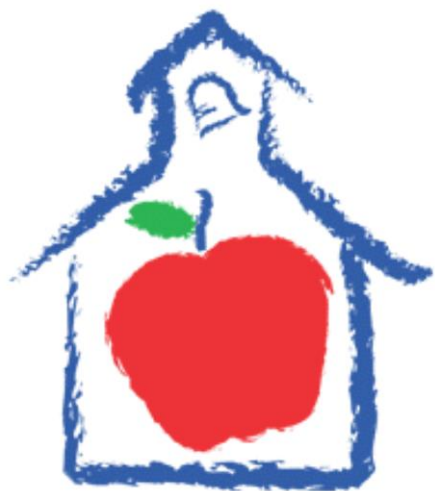
Afterschool Snack Programs – Pricing and Non-Pricing Programs

Afterschool Snack Programs who are area eligible (at least 50 percent of students qualify for free or reduced-price meals) are considered non-pricing. Schools serve snacks to students at no cost and all snacks are reimbursed at the free eligible rate. Non-area eligible Afterschool Snack Programs (less than 50 percent of students qualify for free or reduced-price meals) can choose to operate as a pricing or non-pricing program. Snacks are reimbursed using student eligibility.

SCHOOL NUTRITION PROGRAMS

ADMINISTRATIVE UPDATE

2015-2016



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Administrative Update – Contents of Packet

This packet includes documents referenced in the memo and other program information we find may be helpful. Contact the School Nutrition Programs office at (406) 444-2501 with any questions.

OPI School Nutrition Programs Staff Directory

The directory contains information for all School Nutrition Program and MT Team Nutrition employees.

2015-16 School Nutrition Programs Checklist

Use this list as an organization tool to meet annual program requirements for all School Nutrition Programs.

Free and Reduced-Price Meal Application 2015-16

A copy of this year's Free and Reduced-Price Meal Application from USDA is to be used by all Pricing Programs to determine meal eligibility.

Computing Income for Self-Employed Individuals

If the community surrounding the school has a high population of farmers, ranchers or other large groups of self-employed individuals, consider sending this helpful tool with the Free and Reduced-Price Meal Application. This form simplifies what information is needed from US Individual Income Tax Return Form 1040 and can be maintained in lieu of full tax return documents from the household.

Civil Rights Training Documentation

This form is included as a reminder that Civil Rights Training must be conducted each year with all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. These individuals may be cooks, servers, lunchroom supervisors, clerks and administrators. A presentation is available on the OPI School Nutrition Programs website for schools to use to cover all necessary topics. Maintain this documentation on file.

Self-Review: Meal Counting and Claiming System

A copy of the annual self-review of the meal counting and claiming system was included here as a reminder to complete this review sometime during the school year **before February 1**. Each school site must be reviewed where meals are served to students and counted for reimbursement. Maintain this documentation on file.

More Bites for your Buck\$

This handout outlines the similarities and differences between the USDA Food Distribution Program (USDA Foods or Commodities) and the OPI Cooperative Purchase Program. Here you will find clear and helpful information about these two food sources available to your school district. If you have questions about either program after reviewing this document please contact Tessa Bailly, (406) 444-4412, tbailly@mt.gov for the USDA Food Distribution or Cindy Giese, (406) 366-9829, cgiese@mt.gov or Clay Hickman, (406) 444-2501, chickman@mt.gov for the Cooperative Purchase Program.

Professional Standards

Use this helpful flier to understand annual continuing education hours for School Nutrition Program staff and the minimum hiring standards that have been established for new School Nutrition Program Directors. It also outlines a continuing education tracking tool as a way to assist with maintaining documentation for an Administrative Review.

Smart Snacks

Smart Snack guidelines were implemented during SY2014-15. If food is sold to students during the school day (midnight the day of school until 30 minutes after the final bell rings) documentation needs to be maintained to show that the food meets Smart Snack guidelines. Smart Snacks includes fundraisers, vending machines, school stores and ala carte items sold in addition to the school meal.

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

**Office of Public Instruction
School Nutrition Programs
Staff Directory**

School Nutrition Programs, General Information

Phone: 406-444-2501

Fax: 406-444-2955

Mailing Address: Office of Public Instruction
School Nutrition Programs
PO Box 202501
Helena, MT 59620-2501

Contact	Phone	Email
Christine Emerson , Program Director	406-444-2502	cemerson@mt.gov
Teresa Motlas , Specialist/Professional Standards	406-444-3532	tmotlas@mt.gov
Camille McGoven , Specialist/FFVP Manager	406-444-4415	cmcgoven@mt.gov
Emily Dunklee , Specialist/SFSP Manager	406-461-9917	edunklee@mt.gov
Jill Griffin , Specialist/Menu Analyst	406-444-3574	jgriffin3@mt.gov
Tara Ray , Specialist/School Breakfast Program Manager	406-431-2920	tray@mt.gov
Alison Wolf , Business Analyst/Direct Certification	406-444-4413	aliew@mt.gov
Cindy Giese , Cooperative Purchase Program Manager	406-366-9829	cgiese@mt.gov
Tessa Bailly , Food Distribution Manager	406-444-4412	tbailly@mt.gov
Clay Hickman , Administrative Assistant (OPI)	406-444-2501	chickman@mt.gov

Montana Team Nutrition, General Information

Phone: 406-994-5397

Fax: 406-994-7300

Mailing Address: Team Nutrition Program
Montana State University
PO Box 173370
Bozeman, MT 59717-3370

Contact	Phone	Email
Katie Bark , Montana Team Nutrition Project Director	406-994-5641	kbark@mt.gov
Molly Stenberg , Assistant Director/Nutrition Trainer	406-994-7217	stenberg@montana.edu
Aubree Roth , Farm to School Coordinator	406-994-5996	aubree.roth@montana.edu
Mary Ann Harris , Administrative Assistant (MTN)	406-994-5397	maryann.harris@montana.edu



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2015-16

School Nutrition Programs Checklist

Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Free and Reduced				
*Log into Direct Certification Application to complete direct certification. Mail notice of direct certification.	Before school begins (ongoing).	Update Point of Sale system.		
*Mail households free and reduced (F/R) applications if NOT directly certified.	Start of school year (ongoing).			
*Approve F/R applications. Mail notice to households of approval .	Ongoing	Keep applications.		
*Change F/R students from previous school year without current applications to paid status. Mail notification of change in eligibility.	30 days after first day of school.	Update POS system.		
Qualify for Community Eligibility Provision if 40% enrolled students are directly certified.	April 1	DCA		
Professional Standards				
Attend a School Nutrition Programs Administrative Workshop .	Aug—Sept	Keep certificate.		
Attend a Food Service Manager Workshop .	Aug—Sept	Keep certificate.		
Attend a RCCI Training . (<i>RCCIs only</i>)	September	Keep certificate.		
Verification (<i>Does not apply to Provision schools</i>)				
*Select households for verification.	October 1	Use verification activity tracker.		
*Complete verification and verification report (FNS-742).	November 15	Submit summary to the OPI; keep a copy.		
Required Self-Reviews				
Self Review: Meal Counting and Claiming System.	February 1	Keep a copy.		
If participating, conduct two After School Snack Program reviews.	October 31	Keep a copy.		
	February 1			
Fresh Fruit and Vegetable Program (<i>OPI invites districts to be a part of FFVP</i>)				
Use 1 st Quarter Fresh Fruit and Vegetable Program allocation.	September 30	Keep purchasing records.		
Use 2 nd , 3 rd and 4 th Quarter Fresh Fruit and Vegetable allocation.	June 30	Keep purchasing records.		
If invitation was sent to your district, sign up for Fresh Fruit and Vegetable Program .	May	Submit intent and/or addendum forms to the OPI.		

* Indicates requirements that do not apply to RCCI's or Provision schools



2015-16

School Nutrition Programs Checklist

opi.mt.gov

Task to Complete	Deadline	Documentation	Date Completed	Who
OPI Cooperative Purchase Program (Optional)				
OPI Cooperative Purchase Program open for winter orders.	Late Nov — Mid Dec	Submit signature page to the OPI.		
OPI Cooperative Purchase Program open for fall orders.	Late Apr — Mid May	Submit signature page to the OPI.		
Annual Requirements				
Update Sponsor/Site Information .	September 30	CNP Web.		
If breakfast is offered, complete breakfast outreach . Ex. Send menus home.	Start of school year (ongoing)	Keep a copy.		
Submit public release to newspaper.	Annually	Keep a copy; record date sent.		
Request two sanitation inspections.	Annually	Record date of 1st inspection.		
		Record date of 2nd inspection.		
Complete Civil Rights training with all school nutrition program staff.	Annually	Keep documentation form.		
*Complete Paid Lunch Equity Tool.	Complete annually to assess paid meal prices.	Keep electronic copy .		
*Complete Non-Program Revenue Tool.	Annually	Keep electronic copy.		
Ensure all items sold during the school day meet Smart Snacks in School regulations.	Ongoing	Keep documentation of all items sold during the school day.		
Review and assess Wellness Policy .	Annually	Keep most recent copy.		
Review and update HACCP plan .	Annually	Keep a copy accessible.		
Conduct outreach for the nearest Summer Food Service Program site.	Before end of the school year.	Keep a copy.		
Submit USDA Foods order. Signup for DOD Fresh Program for next school year.	Dec — Jan			
Other				
Private Schools: Submit Annual Financial Report	June	CNP Web		

* Indicates requirements that do not apply to RCCI's or Provision schools

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

2015-16 Application for Free and Reduced-price School Meals

Complete one application per household. Please use a pen.

Step 1

List all CHILDREN in the household. If more space is required for additional names, attach another sheet of paper.

Definitions:

Children in Household:
Any infant, child or student up to 12th grade that lives in your household.

Household Member:
Anyone who is living with you who shares income and expenses, even if not related.

Child's First Name	MI	Child's Last Name	School	Grade	Student? Y N	Homeless (or) Runaway	Migrant	Foster

Step 2

Do any household members (including you) currently participate in one or more of the following Assistance Programs SNAP or TANF or FDIPIR?

☐ NO

If NO household member participates in SNAP or TANF of FDIPIR, complete STEP 3.

☐ YES

If YES, write your SNAP or TANF or FDIPIR case number here and then go to STEP 4. Do not complete STEP 3.

MT Case #:

Step 3

Report Income for ALL Household Members. Skip this step if you wrote a SNAP or TANF or FDIPIR case number in STEP 2.

A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all Child Household Members listed in STEP 1 here.

\$

B. Adult Income (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if no one receives income. For each Household Member listed, report total income for each source in whole dollars only. If the Household Member does not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. For further information please refer to the attached instructions.

First and Last Name of Adult Household Member	Earnings from Work	Public Assistance/Child Support/ Alimony	Pension/Retirement/ All Other Income
	WeeklyBi-Weekly2X MonthMonthlyYearly	WeeklyBi-Weekly2X MonthMonthlyYearly	WeeklyBi-Weekly2X MonthMonthlyYearly
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Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

X

X

X

X

X

Check if no SSN

Step 4

Contact Information and Adult Signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (If Available)

Apt #

City

State

Zip

Daytime Phone and Email (optional)

Printed Name of Adult Completing Form

Signature of Adult Completing Form

Today's Date

SCHOOL USE ONLY

School District Must Complete This Section.

Date Application Received:

Directly Certified (DC) thru DCA/Source Records:

Categorical Eligibility:

Income Household:

Application Approved for:

Signature of Determining Official:

☐ SNAP DC

☐ TANF DC

☐ FDIPIR DC

☐ Homeless/Runaway DC

☐ Migrant DC

☐ Foster DC

☐ Foster Child (Documentation is required for ALL other sources of Categorical Eligibility & Case #'s, thereby resulting in a Directly Certified (DC) determination)

☐ Total Household Income: per Household Size:

☐ Free Meals

☐ Reduced-Price Meals

☐ Application Denied

Date Effective:

Signature of Verifying Official:

Date:

Annual Income Conversion:

Weekly X 52

Bi-Weekly X 26

Twice a Month X 24

Monthly X 12

Convert to annual income ONLY if there are different frequencies of income listed.

OPTIONAL

Children's Racial and Ethnic Identities.

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity:

- ☐ Hispanic or Latino
- ☐ Not Hispanic or Latino

Race:

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Buying Good Food is a SNAP!

What is SNAP?

SNAP is the Supplemental Nutrition Assistance Program, designed to help Montanans afford healthy food.
(Formerly the Food Stamp Program)

Apply online at
www.apply.mt.gov

or call the Montana Public Assistance Helpline at
888-706-1535



How can I participate?

SNAP is available to people living on a low or fixed income including single people, families, students, seniors, and people with disabilities.

For many applicants, gross income limits have increased and there is **no longer a resource limit!**

Applying is easy!

- Call the Montana Food Bank Network at 406-721-3825 or the Public Assistance Helpline at 888-706-1535 to find your nearest Office of Public Assistance (OPA) or to request an application by mail.
- Apply online www.apply.mt.gov
- Print an application www.mfnn.org/gethelp
- Most interviews can be completed over the phone.
- You can have another adult apply on your behalf.

SNAP Income Guidelines

(Effective Oct. 1, 2014)

1. If you meet the **Gross Guideline** turn in an application to see if you also meet the Net Guideline.
2. When you apply, a case worker will deduct a portion of your living expenses from your income to see if you meet the Net Guideline. **Your Net Income for SNAP cannot be calculated until you submit an application.**

Household Size	Gross Monthly Income*	Net Monthly Income
1	\$1,946	\$973
2	\$2,622	\$1,311
3	\$3,300	\$1,650
Add'l Members	+ 678	+ \$339

*Households with a previously disqualified member will need to meet a lower Gross Guideline. Call for details.



Questions? Need help applying? Contact the Montana Food Bank Network at 406-721-3825



USDA, HHS, & DPHHS are equal opportunity providers and employers.



Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals may use their most recent U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced price meal application. The income to be recorded is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses, such as interest on home mortgages, medical expenses, and other similar non-business items are not allowed in reducing gross business income.

USDA has announced that **losses** (negative numbers) on the lines listed below can be used to determine the **total** income for this attachment. If the total income is a negative number, it must then be recorded as zero on the application in the category labeled “All Other Income”.

Zero income resulting from the use of Form 1040 does not require follow-up.

Line **7** cannot be reported as current income. Income from wages or salaries must be reported on the application for the most recent month.

Line **22** (total income) and line **37** (adjusted gross income) may not be used for purposes of applying for free and reduced-price meals.

The required information for determining the allowable income from self-employment is to be taken from the **U.S. Individual Income Tax Return Form 1040**.

Line 12, Business Income (or loss) _____

Line 13, Capital Gain (or loss) _____

Line 14, Other Gains (or losses) _____

Line 17, Rental Real Estate, etc. _____

Line 18, Farm Income (or loss) _____

Total of above lines: _____ **equals annual self-employed income***

If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the application.

NOTE: If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form. This attachment is used only to report income from self-employment and/or farming.

*This figure is to be reported on the application under “All Other Income”.



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CIVIL RIGHTS TRAINING DOCUMENTATION	
Date Provided	
Presenter	
Attendees <i>(list names)</i>	
Topics Covered <i>(a copy of the training may be attached)</i>	

Keep this form on file at the School Food Authority (SFA).
For questions, please contact School Nutrition Programs at (406) 444-2501.

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

Self-Review: Meal Counting and Claiming System

Annual review for accuracy of the Point of Service system at each school under jurisdiction of the SFA.

Complete before FEBRUARY 1 each school year.

The purpose of this review is to ensure the site's claim for reimbursement is based on an acceptable meal counting system that yields the actual number of reimbursable free, reduced-price and paid lunches served for each day of operation.

If any of the questions below are answered "NO," the SFA must ensure the school implements corrective action and conduct a follow up on-site review to determine if corrective action resolved the problem(s) within 45 days. Documentation of corrective action and follow up should be recorded at the end of this form.

School Name	
Self-Review Date	
Name of Reviewer	

Meal Counting System	YES	NO
<p>1. Meal counts must be taken where complete meals are served to children.</p> <p>Is the POS count taken at the end of the serving line, where a determination can be made that a reimbursable meal has been selected?</p> <p>NOTE: If counts are taken at the front of the line, a staff person must monitor the end of the serving line to ensure all required components are selected for each student meal claimed for reimbursement.</p> <p>The following methods for taking meal counts are NOT acceptable:</p> <ul style="list-style-type: none">• attendance records or morning meal counts• tray counts• cash converted to meals• free, reduced or paid meals backed out of total meal count• counting/claiming number of meals ordered rather than number of meals served		
2. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
3. Is there a method for recording non-reimbursable meals (for example, meals not meeting meal pattern requirements, second student meals, adult meals, ala carte purchases, etc.) to distinguish them from reimbursable meals?		

4. Is the person responsible for monitoring meals correctly identifying reimbursable meals?		
5. Are meals charged to student accounts claimed on the day the meals are served?		
6. Are meals served to student workers charged and claimed in the student's correct category of approval (free, reduced, paid)? If school does not utilize student workers, skip this question.		
7. Do meals taken on field trips meet meal pattern requirements and is a POS meal count taken to ensure a reimbursable meal is selected by each student? If "NO" explain:		
8. Does the cashier know the policy for handling:		
a) Lost, stolen, and misused tickets/meal accounting numbers?		
b) Meals served to visiting students?		
c) Non-reimbursable (incomplete) meals?		
9. Did the person(s) responsible for monitoring meals receive training on meal pattern requirements and Offer versus Serve provision (if utilized at this school) this year?		
10. Are daily meal counts (for all serving lines, serving periods, etc.) accurately totaled, recorded and reported?		
11. Does the meal counting and claiming system prevent overt identification (any action that openly identifies children for free or reduced meal benefits in the school lunch or breakfast program:		
a) In the type of meal coding system used?		
b) By disallowing students to share/borrow tickets or meal account numbers in the cafeteria line?		
c) By assuring that if a school uses a checklist, the checklist contains the names of all students, not only those students who receive free and reduced meals, and there is no color coding or indication of a student's category of eligibility on the checklist? If school does not utilize a checklist, skip this question.		
12. Is there a backup system in place if/when the primary counting system is not available (for example, a paper roster)?		

Claim for Reimbursement	YES	NO
1. Is the school's POS count used to determine the school's claim for reimbursement? If "NO" explain:		
2. Was a daily edit check performed by the SFA prior to submitting the monthly claim for reimbursement? The edit check requires daily meal counts are compared to the number of eligible students in each category multiplied by an attendance factor. If daily meal counts are greater than the number of students eligible in each category multiplied by the attendance factor, the reason must be documented. Document reasoning here:		
3. Do the monthly meal count summary and the total of the daily meal counts match the meal counts reported in the monthly claim for reimbursement? If "NO" explain:		

Corrective action to be taken:

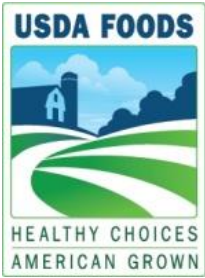
Corrective action will be implemented by:

Name	
Title	
Date	

FOLLOW UP Self-Review: Meal Counting and Claiming System

Name of Reviewer	
Date Conducted	

Corrective action implemented:



More Bites for Your Buck\$ The USDA Foods Program and the Office of Public Instruction Cooperative Purchase Program

The USDA Food Distribution Program is a U.S. Department of Agriculture (USDA) food distribution program that provides foods such as meats, vegetables, fruits, grains and dairy products to schools participating in the National School Lunch Program (NSLP). The USDA purchases these foods through direct appropriations from Congress and under surplus removal and price support activities.

The OPI Cooperative Purchase Program was developed to provide lower prices to schools on food items for use in school meals programs. This program allows small school districts to take advantage of substantial cost savings. The cost of each item is the same to all schools in the state regardless of their size or location.

Why should schools participate?

<i>USDA Foods</i>	<i>Cooperative Purchase</i>
<ul style="list-style-type: none"> Offers a variety of nutritious foods at no cost to public schools. All administrative paperwork is handled by the OPI Food Distribution Coordinator. 	<ul style="list-style-type: none"> Offers a variety of nutritious foods at a substantial cost savings to schools. Minimal administrative costs. Dollars go back to Montana schools.

Who can participate?

<i>USDA Foods</i>	<i>Cooperative Purchase</i>
Any school participating in the National School Lunch Program may receive USDA Foods.	Any school participating in the National School Lunch Program may use OPI's Cooperative Purchase Program to purchase low-cost foods.

Where do these foods come from?

<i>USDA Foods</i>	<i>Cooperative Purchase</i>
Foods are purchased from American producers by the USDA through direct appropriations from Congress, under surplus removal and price support activities.	Foods are purchased by individual schools from the vendor that wins the bid. All items on the bid are screened to ensure quality, nutritional integrity, and student acceptability.

How do I place an order?

<i>USDA Foods</i>	<i>Cooperative Purchase</i>
<ul style="list-style-type: none"> Use the online order form at http://www.opi.mt.gov/schoolfood/fooddistnew.html Orders are placed any time between January and March prior to the school year they will be delivered. 	<ul style="list-style-type: none"> Use the online order form at http://www.opi.mt.gov/schoolfood/cooperativenew.html There are two cooperative purchase orders: Fall orders are placed in April and Winter orders are placed in November.

The same user ID and password are used for both order forms

Are there ordering limitations?	
<i>USDA Foods</i>	<i>Cooperative Purchase</i>
<ul style="list-style-type: none"> Entitlement dollars= total lunches for the previous year x per meal rate (about \$.2475). (Rate changes every year in July) Foods ordered should be based on actual need. USDA Ordering Guidelines: 41% meat/fish, 32% poultry/eggs, 27% fruits and vegetables. 	<ul style="list-style-type: none"> Schools must order from food selection chosen by the Advisory Bid Committee (ABC). Schools may order as much as their budgets allow. Once foods are ordered they cannot be cancelled.

When will I receive my orders?	
<i>USDA Foods</i>	<i>Cooperative Purchase</i>
<ul style="list-style-type: none"> Deliveries begin the 3rd week in August with a dry shipment and continue approximately every 3 weeks through March, alternating between dry and frozen. The OPI Food Distribution Coordinator determines the shipping schedule and distributes the food evenly. USDA Foods will not all come at once. The OPI contracts with a trucking company every three years to make the deliveries. 	<ul style="list-style-type: none"> Fall deliveries – There are four deliveries beginning in September; then every four weeks. Winter deliveries – There are four deliveries beginning in January; then every four weeks. Deliveries are made by the bid-winning company.

Are there any indirect costs?	
<i>USDA Foods</i>	<i>Cooperative Purchase</i>
<ul style="list-style-type: none"> The OPI Food Distribution program pays for storage, shipping and some processing (chicken tenders and beef patties) of all commodities for public schools (including the Department of Corrections and the School for the Deaf and Blind) with the state match funds. Private schools will pay a storage and shipping cost at the end of the school year Cost breakdown per case: Shipping \$3.65 plus fuel surcharge Handling <u>\$1.25</u> Total \$4.90 (not including fuel surcharge) If a school wishes to divert commodities for further processing the processing fee can range from \$30-\$100/case depending on the item. This fee is paid directly to the processing company. The OPI Food Distribution program puts out a State Request for Proposal for processed commodities and fees are conducted on a fee for service basis. 	<ul style="list-style-type: none"> Schools are billed directly by the company for their purchases. Schools are billed by the OPI for an administrative fee to help defer costs of running the program. Fees are 3% of total cost of foods ordered.

Department of Defense Fresh Fruit and Vegetable Program
A portion of Montana's USDA Food entitlement is allocated to schools for purchasing fresh produce through the Department of Defense's FFAVORS online ordering program. This program requires a separate user ID and password. Please visit the OPI School Nutrition website for links to FFAVORS.

Professional Standards



What School Nutrition Program Employees (that's YOU!) need to know about Professional Standards

School Nutrition Program Position	Required Training Hours
Program Director This person oversees all aspects of the School Nutrition Program in their district. This includes administering, planning, directing, assessing, implementing, and evaluating the program.	12 annual training hours
Program Manager Large districts that have a centralized kitchen and satellite kitchens often have a Program Manager for each satellite kitchen to oversee food production and service.	10 annual training hours
Program Staff working \geq 20 hours/week. This is anyone that is employed to work in the School Nutrition Program.	6 annual training hours
All Program Staff working \leq 20 hours/week.	4 annual training hours
Any training that lasts 15 minutes or longer counts! “Teachable Moments” in your kitchen can be counted towards Professional Standards training hours.	

Training for Professional Standards is categorized into these 4 Key Areas

Nutrition: Menu Planning, Nutrition Education, General Nutrition.

Example: How to read the ingredients list to confirm a menu item is whole grain rich.

Operations: Food Production, Serving Food (offer vs serve), Cashier and Point of Service, Purchasing/Procurement, Receiving and Storage, Food Safety and HACCP.

Example: Learn about how much should be offered and how much should be served to make a reimbursable meal.

Administration: Free and Reduced Price Meal Benefits, Program Management, Financial Management, Human Resources and Staff Training, Facilities and Equipment Planning.

Example: Complete the Professional Standards Training Tracking Tool Webinar to learn how to track training.

Communications and Marketing: Communications, Marketing.

Example: Share a Smarter Lunchroom technique you learned and want to implement in your School Nutrition Program.

Documentation of training hours must be available for Administrative Review.

An easy to use Professional Standards Training Tracking Tool is available here:

<http://www.fns.usda.gov/school-meals/professional-standards>

Hiring Standards for NEW School Nutrition Program Directors

Student Enrollment	Required Qualifications
<p>≥ 10,000 Students</p> <p>Great Falls Elementary Billings High School</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.
<p>2,500-9,999 Students</p> <p>Kalispell Public Schools Bozeman High School Belgrade Elementary Helena Elementary Missoula Elementary Butte Elementary</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas.* <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major and at least 2 years of relevant experience in school nutrition programs. <input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least 2 years of relevant experience in school nutrition programs.
<p>≤ 2,499 Students</p> <p>51 Sponsors in Montana</p>	<p>Must have at least one of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree, or equivalent educational experience, with academic major in specific areas*. <input type="checkbox"/> Bachelor's degree in any academic major, and a State-recognized certificate. <input type="checkbox"/> Bachelor's degree in any academic major, and at least one year of relevant experience in school nutrition programs. <input type="checkbox"/> Associate's degree or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant experience in school nutrition programs. <input type="checkbox"/> High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.
<p>< 500 Students</p> <p>199 Sponsors in Montana</p>	<p>OPI School Nutrition Programs can approve a candidate who meets the educational standards as listed for schools with ≤ 2,499 students, but has less than 3 years of experience.</p>
<p>* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>	

Smart Snacks with MyPlate

Healthy students learn and behave better. Students who eat well fuel their brains for success in the classroom. New brain research shows that both nutrition and physical activity positively affect academic achievement. Schools can help students be ready to learn by offering snacks from MyPlate -- including whole grains, low-fat dairy, fruits, vegetables, and lean proteins.

The Smart Snacks in School rule (starts July 1, 2014) will establish nutrition standards for all foods and beverages sold on school grounds during the school day. The rule allows schools to gradually phase in the changes over the first year.

What areas will the rule affect?

The rule will affect all foods and beverages sold outside of the school lunch and breakfast program, during the school day. A school day is defined as midnight to 30 minutes after the school day ends.

- ⇒ Foods sold a la carte within the food service; unless they are sold as part of the lunch or breakfast program. These foods are exempt on the day and day after service in the programs.
- ⇒ School stores
- ⇒ Vending machines
- ⇒ Snack bars
- ⇒ Food-based fundraisers that take place during the school day

What areas will the rule not affect?

The rule will not affect food sold after school, on the weekend, and off campus. Examples include:

- ⇒ Concessions
- ⇒ Food and snacks that students bring from home
- ⇒ Classroom events (birthdays, holiday parties, etc.), *although schools may consider this area as an opportunity for positive change.*
- ⇒ Teachers' lounges



Use the USDA's Choose MyPlate icon (www.choosemyplate.gov) as your guide for selling snacks and beverages. To check if an item meets the guidelines, use the Smart Snack Product Calculator found on page 4.

Schools are Stepping up to the Plate: Fueling Students with Smart Snacks

Children consume almost half of their daily food intake at school. Research shows students who eat well learn and behave better throughout the school day. Schools already know that healthy snacks boost performance during standardized testing days. The Smart Snacks in Schools Rule applies this knowledge to all snacks sold during the school day. The rule ensures all snacks available through vending machines, student stores, snack bars, and a la carte lines are healthy options. Schools can help students succeed by offering snacks from USDA's MyPlate.

Ideas for Brain-Boosting Snacks:

Dried Fruit

raisins, mango, cranberries, bananas

Fruit Cups (fresh or canned)

berries, applesauce, peach, orange, pineapple

Fresh Fruit

apple, pear, banana, kiwi, peach, orange, pineapple

Fresh Fruit with Peanut Butter or Yogurt

Choose Whole Grain:

Baked Chips and Tortilla Chips

Baked Crackers

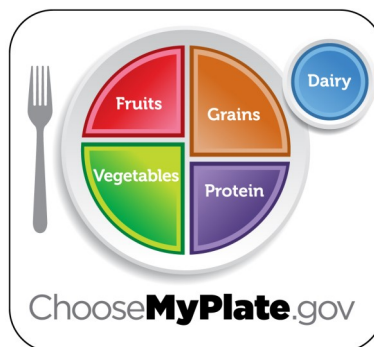
Granola Bars and Cereal Bars

Sandwiches

Wraps

Bagels

Popcorn



Vegetable Wraps

Fresh Vegetables with Dip

hummus, low fat dressing, peanut butter

Raw Vegetables

celery, carrots, broccoli, cherry tomatoes, snap peas,
cucumber, peppers

Grab and Go Salad

Peanut Butter

Hard Boiled Eggs

Nuts and Seeds

Trail Mix

String cheese

Yogurt

Milk

Use the Smart Snacks Product Calculator (see page 4) to determine if a snack or beverage meets the guidelines.

Remember to choose lean and low-fat protein and dairy

Smart Beverages for Fueling Smart Kids

Use this chart to find beverages that meet the nutrition standards for the Smart Snack rule and help kids stay hydrated and ready to learn.

Find a Brain-Boosting Beverage:

	Elementary	Middle	High
Milk			
Low Fat (1%) Unflavored Milk	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Skim Flavored or Unflavored Milk	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Nutritionally Equivalent Milk Alternatives	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Fruit and/or Vegetable Juice			
100% Juice	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
100% juice diluted with water and no added sweeteners (with or without carbonation)	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Flavored and/or Carbonated Beverages			
≤ 40 calories per 8 fl oz	NO	NO	YES
≤ 60 calories per 12 fl oz	NO	NO	YES
≤ 10 calories per 20 fl oz	NO	NO	YES
Beverages with Caffeine	NO unless naturally occurring trace amounts	NO unless naturally occurring trace amounts	YES high school beverages may contain caffeine
Plain Water or Plain Carbonated Water	No size limit	No size limit	No size limit

Brain-boosting beverage chart developed by Utah State Office of Education Child Nutrition Programs.

Smart Beverage Ideas

Low fat (1%) White Milk	Sparkling 100% Juice
Fat-free (skim) Flavored Milk	Water
100% Juice	Sparkling Water



Use the Smart Snack Product Calculator found on page 4 to determine if a snack or beverage meets the nutrition guidelines.

Find Products That Meet the Standards:

Wondering if a specific snack food or beverage meets the nutrition standards of the Smart Snack Rule? Use this easy Smart Snack Calculator with the information from the product's Nutrition Facts label to find out if it meets the standards.

⇒ **Alliance for a Healthier Generation Smart Snacks Product Calculator**

https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator/

Helpful Assistance from Montana Schools:

Many Montana schools have already adopted healthy snack, vending, fundraising, and a la carte programs.

⇒ **Great Falls Public Schools (K-12)**

Website <http://studentwellnessgfps.weebly.com/>

⇒ **Gallatin Gateway School (K-8)**

Contact Dr. Kim DeBruycker, Superintendent

Phone 406-763-4415

Email debruycker@gallatingatewayschool.com

⇒ **Hinsdale School (K-12)**

Contact Patti Armbrister, Agriculture Education Teacher

Phone 406-648-7400

Email parmbrister@gaggle.net

Resources

⇒ **Smart Snacks in School Rule**

<http://www.fns.usda.gov/school-meals/smart-snacks-school>

⇒ **OPI School Nutrition Programs**

<http://www.opi.mt.gov/smartsnackinschools>

Need Help? Just Ask!

If you have questions or need help with training and implementation of the USDA's Smart Snacks in Schools Rule, please contact School Nutrition Programs or Montana Team Nutrition.

Montana Team Nutrition Program

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OPI School Nutrition Programs

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